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**Fire Evacuation Plan**

* Fire doors are designed to prevent the spread of fire and poisonous smoke, and to provide people with protected routes to safety in the event of fire. Make sure all fire doors are clear and DO NOT WEDGE FIRE DOORS OPEN.
* Staff and visitors must familiarise themselves with the location of all fire exits, fire alarm call-points, fire extinguishers and the Fire Assembly Point.
* This is a non-smoking building – smoking is not permitted anywhere on the premises.

**Discovering a fire – what you must do:**

* RAISE THE ALARM - Shout FIRE, FIRE, FIRE! Operate the nearest fire alarm Break Glass-Point (These are situated at the top of the rear stairs inside the main room if using the back stairs & on the right of the main stairs & another besides the notice board).
* Do not search for the fire.
* Leave the building immediately by the closest exit do not stop to retrieve personal possessions.
* Do not attempt to fight the fire; your priority is the safety of our centre users & your team members.
* The team leader is to collect the MMCCC mobile phone, service users phones and the register
* Leave via your nearest exit away from the fire.

1. Fire at the **rear**-go out of the main door of the large room walk down the stairs and walk through the fire door on the left hand side – one member of the team to walk at the front, another at the rear, team leader is to call the fire brigade once at the fire assembly point.
2. Fire at the **front**-go out of the door at the back of the large room, walk down the stairs, once at the bottom walk out through the fire door in the main sanctuary, one member of the team to walk at the front, another at the rear, team leader is to call the fire brigade once at the fire assembly point.
3. Everyone is to meet at the main carpark entrance to the Latham House Doctors surgery.

* Call the fire brigade – The address of Melton Mowbray Child Contact Centre is Sage Cross Church, Sage Cross Street, Melton Mowbray, Leicestershire LE13 1QT
* Prior to the fire service arriving the team leader is to take the roll call against the register & inform the fire service whether or not all our parents & children are accounted for.
* We are not responsible for checking for other users the break glass points will raise the alarm, please inform any parents using the quiet room to leave if they hear the fire alarm.
* Do not go back into the building until you have been told it is safe to do so.
* Try to ensure that parents do not leave the group, use your team to monitor while you speak with the fire officer.
* Updated January 2022